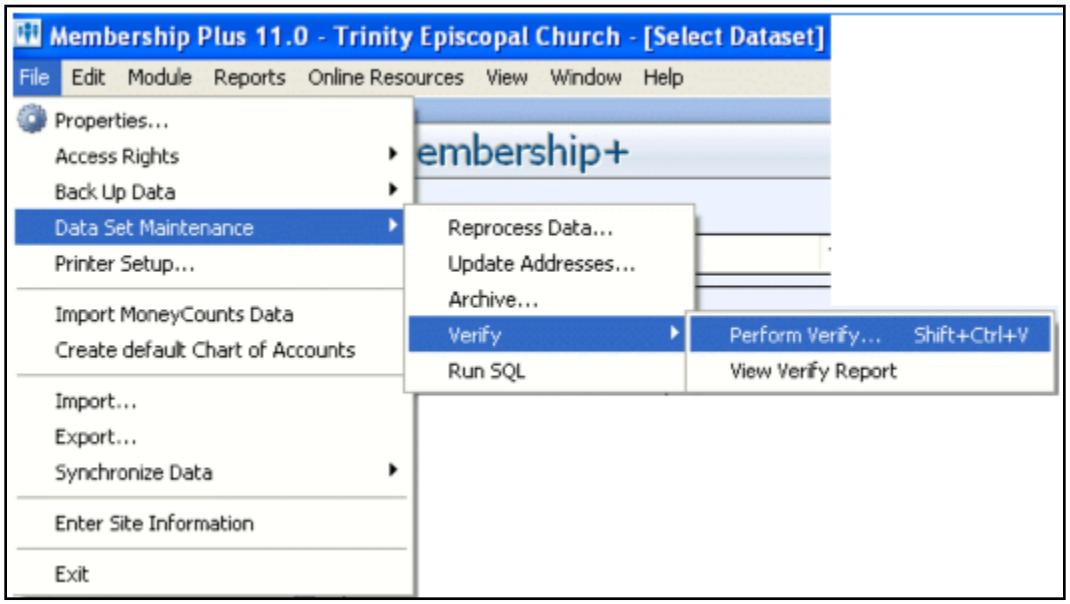
Data Maintenance - Verify & Repair

If you experience problems with your data, reprocessing might not be enough. You may need to verify and repair the data. Verifying makes sure your data is not corrupted, so that all program functions run smoothly.

To verify and repair your data,

Step 1 From the File menu, choose Data Set Maintenance. Choose Verify from the submenu, choose Perform Verify.



The Verify and Repair procedure is structured as a series of choices and questions, each step contained in one of a sequence of dialog boxes.

Select areas and process (Step 2, Verify and Repair)

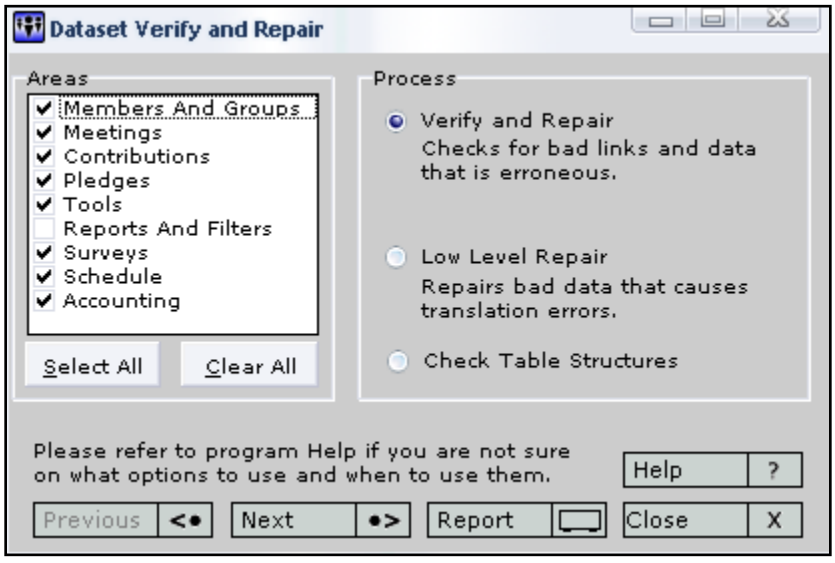
Step 2 of the Verify and Repair process is to identify the data elements to verify and the type of procedure to perform.

To specify your preferences,

1. Use the check boxes to select the desired data elements in the Areas box. Generally it's a good idea to verify all the information and much faster to “Select All.” You can select to verify any combination of the following:
   - Members and Groups
   - Meetings
   - Contributions

- Pledges
- Tools
- Reports and Filter
- Surveys
- Schedule
- Accounting

2. Mark the radio button that corresponds to the type of process you want to perform.
   a. Verify and Repair—Checks for bad links and erroneous data. Select this process for routine maintenance or if the data set was not closed properly (as in the case of a power outage, for example).
   b. Low Level Repair—Repairs bad data that causes translation errors. Select this process if you receive a Translate Error message while operating the program or if your hard drive is exhibiting other problem signs.
   c. Check Table Structures—Looks for database fields and verifies that they are of the type and length expected by the Membership Plus program. Select this process if you or someone in your organization has viewed or edited the database files using another program.
3. When you've made your selections, click Next to proceed. If you selected the Verify and Repair process, you'll move to Step 2; otherwise you'll skip to Step 3.



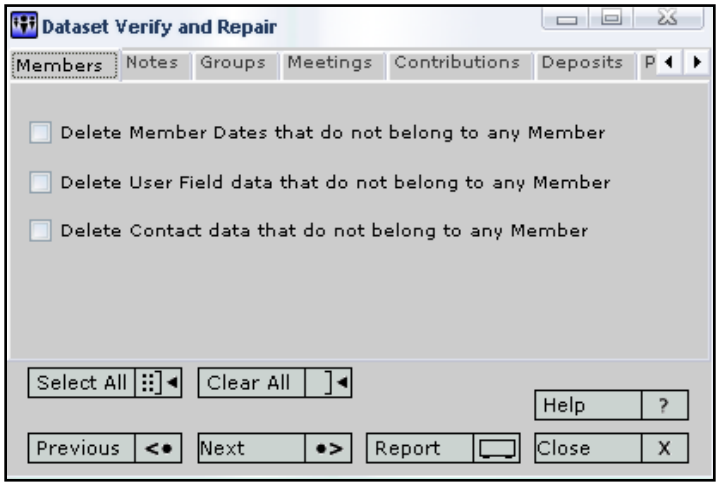
Select data to verify and repair (Step 2, Verify and Repair)

Step 3 of the Verify and Repair process is to specify your preferences for repairing various data elements, if you selected to perform the Verify and Repair process (instead of Low Level Repair or Check Table Structures) in Step 2.

To select the data to verify and repair,

1. “Select All” or Click each of the following tabs in turn, and mark the options that correspond to how you want Membership Plus to handle each item.
    - Members
    - Notes
    - Groups
    - Meetings
    - Contributions
    - Deposits
    - Pledges
    - Events
    - Schedules
    - Surveys

2. When you've made your selections, click Next to proceed.



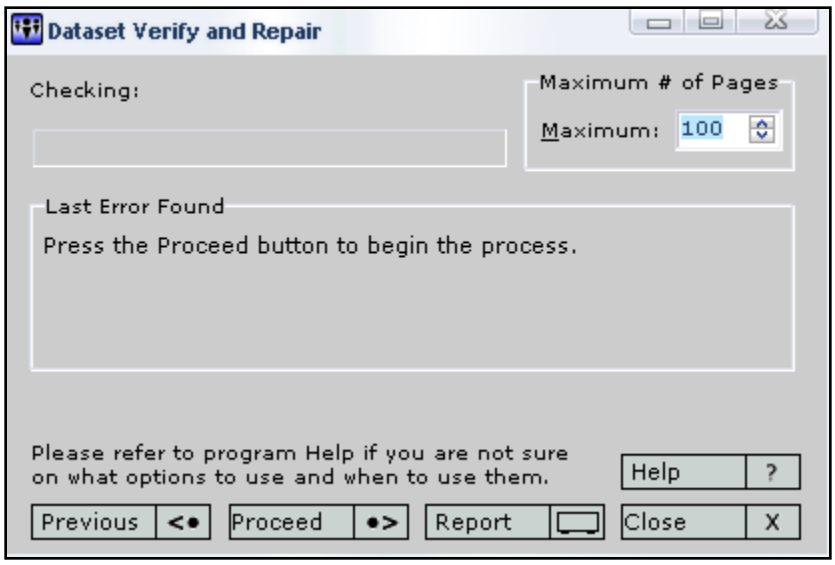
Check data (Step 3, Verify and Repair)

Step 4 of the Verify and Repair process is to check the data in the data set according to your settings in the previous steps.

To launch the verification process,

1. In the Maximum # of Pages field, specify the upper limit of the size of the verification report. Membership Plus will stop if and when the report grows to the size you indicate. Because the report is stored on your hard drive, it's best not to set the page count too high. You can fix the indicated problems and repeat the procedure until no errors appear.

2. Click the Proceed button.


Dataset Verify and Repair
Checking:
Maximum # of Pages
Maximum: 100
Last Error Found
Press the Proceed button to begin the process.
Please refer to program Help if you are not sure on what options to use and when to use them.
Help ?
Previous <•
Proceed •>
Report
Close X

A meter bar in the upper left corner tracks the progress, and the box below updates as errors are found. When told that the process has completed click the Ok button.

When the verification is complete, an error report appears in a preview window on your screen. Review and print the report, if necessary, then close the preview window.

The next step of the Verify and Repair process is to fix the problems identified in the verification report.

Correct errors (Step 4, Verify and Repair)

Step 5 of the Verify and Repair process isn't a "process step" like Steps 1-3. Instead, the next step is to fix the errors identified in the verification report, then repeat the procedure until no more errors are found.

To correct errors in your data, review the necessary actions identified in the verification report and make changes, as necessary. Then repeat the Verify and Repair procedure to locate any additional errors.